Production Control Operator

Department: Information Systems Technology	**EEO Code:** 23
Class Code: 1321	**FLSA:** N
	Effective: 01/03/1996

GENERAL STATEMENT OF DUTIES:

Under general supervision performs work of moderate difficulty in operating Enterprise Server and Client Server computer systems and related equipment according to programmed and documented instructions. Identifies production problems to appropriate personnel for resolution; and performs other work as required.

SPECIFIC STATEMENT OF DUTIES:

Operates multiple computer systems, including IPL/IML functions according to written and verbal instructions; monitor consoles and alarms in absence of Senior Production Control Operator; performs posting/balancing functions according to documentation to ensure record counts and monies are accurate, identifying any out of balance conditions as problems and assisting with resolution; generates tape and printed reports in a timely and quality manner to meet establishes schedules; monitors data communications network for problems and automated alerts; responds to user inquiries regarding equipment operation; cleans and maintains computer room and affiliated equipment; and performs other work as required.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Considerable knowledge of data processing methods and practices; of bookkeeping and mathematics; of varied computer systems and affiliated equipment.

Considerable skill in utilizing vendor manuals and operational documentation for problem identification.

Considerable ability to lift computer reports and tapes and operate calculator.

MINIMUM EDUCATION AND EXPERIENCE:

High school diploma and one year of experience operating multiple computer systems; or an equivalent combination of training and experience.

ADDITIONAL REQUIREMENTS:

None.

This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.